

November 3<sup>rd</sup>, 2025

The Town Board meeting for the Town of Kingsbury was conducted on Monday November 3<sup>rd</sup>, 2025, at the Town of Kingsbury Town Hall, 6 Michigan Street Hudson Falls at 6:30pm.

Present: Supervisor Hogan  
Councilman Akins  
Councilman Lindsay  
Councilman Washburn

Absent: Councilman Haessly

Also Present: Jeff Meyer, Attorney for Town  
Mason Leonard, Highway Superintendent  
Todd Humiston, CEO/DCO  
Scott Lindsay

The meeting was called to order by Supervisor Hogan at 6:30pm and opened for business with the pledge of allegiance by Councilman Lindsay.

The minutes of the October 20<sup>th</sup>, 2025, Town Board meeting were accepted as submitted by the Town Clerk. A motion by Councilman Akins and seconded by Councilman Lindsay and carried by a vote of 4 ayes.

#### **I. Water Payment Software Proposal**

Current System: The Town of Kingsbury uses Springbrook software for water customer accounts, billing (monthly for commercial, quarterly for residential), and payment processing (cash or check only and mailed statements). Electronic/paperless delivery is unavailable.

Proposed Solution: Express Bill Pay: This web-based interface would offer real-time visibility, electronic payment options (credit/debit cards, autopay), customer account history (two years), and in-office card reader capabilities.

Cost Concerns: The comptroller, Rebecca, detailed the costs:

One-time setup fee: \$2,200 (for interface with Springbrook).

Transaction fees (credit card/EFT): To be passed to the end-user.

Optional on-site training: \$550/day (excluding travel).

Monthly support and hosting: \$0.055 per customer bill (assessed to users).

Monthly subscription fee: \$29 (waived if \$25,000 minimum in deposit account).

Card reader: \$85 one-time fee.

Alternative: Docso: A more basic online payment option with no fees to the town. Customers could make payments online but would not have access to account viewing, history, or auto-pay features. Payments would still require manual posting by town staff.

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The board requested a comparative summary of costs and features for both Express Bill Pay and Docso, along with Rebecca's recommendation, and contract length details (Express Bill Pay is a three-year term), before making a decision at the next meeting.

## **II. Court Officer Agreement**

Proposal: Utilize the Washington County Sheriff's Office for court security on Wednesdays.

Cost: \$25 per hour, typically from 8:30 AM to 3:30 PM (or earlier if court concludes).

Rationale: Recent incidents involving weapons in the courtroom highlighted the need for trained law enforcement. The budget has sufficient funds.

A Motion by Councilman Lindsay and seconded by Councilman Akins and carried by a vote of 4 ayes to approve the agreement with the Sheriff's Office, which will be able to start as early as this Wednesday.

## **III. Budget Transfers**

Several budget transfers for anticipated year-end needs were approved as a group:

**General Fund**: \$3,000 from Court Personnel Services to Court Contractual.

**Water Fund**: Personnel services to Water Transmission and Distribution (for chlorine pump rebuild).

**Highway**: \$18,000 from Brush and Weed Personal Services to General Repairs Personal Services.

A motion by Councilman Washburn and seconded by Councilman Lindsay and followed by a vote of 4 ayes to approve the transfers.

Legal Update (Queensbury Quarry Crossing):

A meeting between parties involved in the litigation over the shared boundary line (Washington County, Queensbury, Hudson Falls) is scheduled for November 18th to explore potential solutions.

A subsequent court conference is expected, but limited progress is anticipated due to Judge Mueller's upcoming retirement and the early stage of discovery.

## **Department Reports:**

*Town Clerk:*

Michelle Radliff was hired as a new clerk at \$25/hour until year-end.

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*Dog Control:*

The new dog control officer, Shannon (based in Greenwich), proposed a shared services agreement (IMA) similar to previous arrangements, allowing her to use the town's vehicle and equipment for calls in other municipalities (Fort Edward, Fort Ann). Other towns would reimburse Kingsbury at the federal mileage rate.

Decision: The board approved the approach, and details regarding insurance and the parent municipality for the IMA will be finalized by legal counsel.

*Code Enforcement:*

Todd and Ross are reviewing fee schedules and considering adding "missed inspection fees" for permits, particularly for septic systems where work is covered without inspection.

Todd's Concern: He views such fees as "penalties" which he believes should be determined by a court after issuing a ticket, rather than levied directly by the town, arguing it bypasses a governmental check.

Board's Response: The board requested a joint recommendation from Todd and Ross to present at a future meeting.

*Highway Department:*

Mason Leonard and Jess were thanked for their painting work in the Town Hall hallways and court, done on their own time.

*Highway Superintendent:*

Water Bill Adjustment: Requested a water bill reduction for Schermerhorn (Account 7002) for October 2025 due to a faulty, over-reading meter. The bill was adjusted to an estimated average usage of 16,583 gallons. A motion by Councilman Lindsay and seconded by Councilman Akins and carried by a vote of 4 ayes to approve this adjustment.

*Supervisor's Report:*

County Budget: Currently showing an increase of around 16-17%, with efforts to lower it facing resistance.

Court Camera System: Judge Malvuccio requested a camera system for the court. The Supervisor is working with Matt Jones from the county for an estimate, proposing the town pay the county for the installation. This aims to establish a precedent against towns relying on free services from the county (e.g., code enforcement, supervisor health insurance, assessment services), which currently contribute to county costs borne by all taxpayers, including Kingsbury. The cost will be presented at the November 7th meeting for approval.

*Public Comment:*

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Water Billing Frequency: Todd suggested changing water billing frequency to bimonthly for businesses and biannual for residential customers (currently quarterly). This would save an estimated \$3,000 annually in postage. Concerns were raised about potential issues with large commercial bills and delayed detection of faulty meters. The board agreed to pursue this, requiring a local law change, and requested Jeff Meyer to draft the necessary legislation.

The board moved into executive session to discuss personnel matters. A motion by Councilman Aiken and seconded by Councilman Washburn and carried by a vote of 4 ayes to enter executive session at 7:05pm

A motion by Councilman Aiken and seconded by Councilman Washburn and carried by a vote of 4 ayes to exit executive and adjourn at 7:26pm

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Paige Zahaba". The signature is fluid and cursive, with the first name "Paige" written in a larger, more prominent script than the last name "Zahaba".

Paige Zahaba  
Town Clerk